

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	7-29-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Chas D. Siken</i>	7-29-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	8-19-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	8-16-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hall</i>	8-20-74

STATE RECORDS
COMMITTEE